

UNITED STATES COURT OF APPEALS ELEVENTH CIRCUIT

Position Title:	Human Resources Administrator
Opening Date:	June 21, 2016
Closing Date:	July 22, 2016 (or until filled)
Annual Starting Salary Range (CL 29):	\$70,626 - \$91,988
Maximum Salary Potential (CL 29):	\$114,823

The Circuit Executive's Office of the U.S. Court of Appeals for the Eleventh Circuit is accepting applications for the position of **Human Resources Administrator**. Persons interested in applying for this position should submit a cover letter with resume detailing background, experience, and qualifications and a self-edited writing sample of no more than five pages **by 22 July 2016 (or until filled)** to:

Cheryl Vessels
Assistant Circuit Executive for Human Resources
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

The selected candidate will be subject to a background investigation as a condition of employment.

POSITION SUMMARY. The Human Resources Administrator assists the Assistant Circuit Executive for Human Resources in managing the operations of the Human Resources Department. Representative duties and responsibilities include, but are not limited to:

- ▶ Review, research, develop and recommend human resources policies.
- ▶ Assist in ensuring the human resources office practices are in compliance with policies, procedures and regulations. Assist to ensure the court's policies are accurate and current.
- ▶ Oversee the Facility Access Card (FAC) and ID Badge programs for Eleventh Circuit judges, employees, interns, contractors, etc.
- ▶ Oversee the background check and background investigation program for Eleventh Circuit employees.
- ▶ Manage hiring processes and orientation for new employees.
- ▶ Oversee the processing of human resources and payroll actions such as appointments, promotions, separations, and terminations.
- ▶ Advise judges, senior managers and supervisors on human resources matters.
- ▶ Develop and administer procedures for recruitment and selection of applicants for employment.
- ▶ Develop and revise position descriptions.
- ▶ Manage the performance appraisal system.
- ▶ Provide recommendations for alternative organizational structures and work distribution.
- ▶ Coordinate and administer the benefits programs.
- ▶ Manage human resources budgets.
- ▶ Assist with the administration of the employee recognition program.
- ▶ Maintain human resources papers and electronic records (including payroll and leave records).
- ▶ Facilitate the appointments of bankruptcy judges, bankruptcy administrators, and federal public defenders within the Eleventh Circuit.
- ▶ Oversee the training program.
- ▶ Administer the human resources management information system (HRMIS).
- ▶ Provide guidance and supervision to human resources support staff.

PREFERRED QUALIFICATIONS: A bachelor's degree from an accredited college or university, plus four years or more of progressively responsible work experience that is in or closely related to the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position. At least one year of experience must be equivalent to work at the CL 28 level. Thorough knowledge and understanding of human resources management, including planning, developing and implementing human resources policies, procedures, rules and regulations and programs that apply to federal employees desirable. Familiarity with human resource management systems and federal benefits programs and experience working in a legal and/or court environment, particularly appellate courts and or federal courts is desirable.

REQUIRED QUALIFICATIONS: Candidate must have a strong sense of personal and professional integrity. Must have the ability to consistently demonstrate sound ethics and judgment and comply with the *Code of Conduct for Judicial Employees*. Must possess the ability to maintain strict confidentiality of all court matters. The substantial amount of interpersonal communication required in the fulfillment of the duties and responsibilities of the position makes it necessary that the candidate manifest the highest degree of professionalism, poise, courtesy and tact at all times. Also, must have the ability to learn about the court units and their operations, as well as the ability to learn and apply various court administrative processes and judiciary policies set forth in the *Guide to Judiciary Policy*. The candidate must possess excellent written and oral communication skills, organization, analytical and interpersonal skills. Computer proficiency with WORD, Excel, Adobe, as well as other software programs, are necessary. This position also requires strong motivation, initiative, attention to detail and the ability to manage a wide range of program areas.

CONDITIONS OF EMPLOYMENT: Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and approval of a ten-year background investigation. Selectees to high-sensitive positions such as this are subject to updated background investigations every five years. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress may be evaluated. All court employees are required to adhere to a *Code of Conduct for Judicial Employees*, copies of which are available upon request. Employees of the United States Circuit Court are considered "at-will" employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

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(revised 1/2014)